

# PUEBLO CITY-COUNTY LIBRARY DISTRICT

## Report of the Executive Director

### Submitted to

## The Library Board of Trustees

June 23, 2011

### Telephone System Upgrade

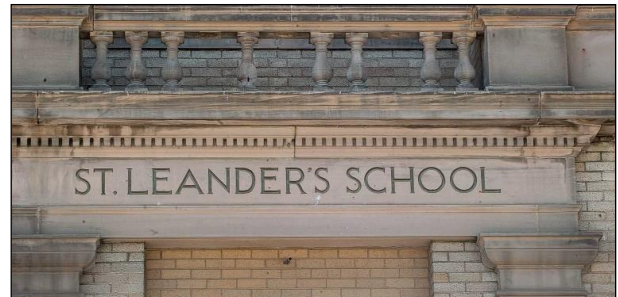


The Library District completed the telephone system upgrade that was planned for 2011. The final cutover to the new system occurred on May 9, following equipment installation, configuration and staff training. The effort was coordinated by Charles Hutchins, IT Director. The system was purchased, after competitive bidding, from and installed by Imagine Technologies (Centennial, CO). The solution is an Avaya IP Office Voice over Internet Protocol (VoIP) system. The final cost for the new system was \$74,966.38. Charles worked with the consulting firm CyberLink on the final bid and selection process. The final cost came in significantly under the Information Technology Plan projected costs of \$162,240.

It also is beneath the 2011 budgeted amount of \$120,000 and, even, under the final Board-approved contract price of \$83,043.27.

### Eastside Library

City Councilman Larry Atencio convened a meeting to discuss the possibility of moving forward with the long-hoped-for Eastside Pueblo Library. A public library on the Eastside of the City of Pueblo currently is included in PCCLD's long-range strategic plan. Jon Walker attended the meeting as well as representatives from the City of Pueblo's Planning Office. Mr. Atencio is committed to helping coordinate opportunities for moving this project forward, especially as a liaison with the Eastside Neighborhood Association. It was shared that the historic structure formerly used as St. Leander's School could be available for renovation to become a public library. This facility is centrally located on the Eastside. Jon Walker has toured this facility with representatives from City Planning and local contractors. Wade Broadhead with City Planning indicated the building owner—the Catholic Church—seems amenable to making the property available for public use. Representatives from City Planning shared that Meyer, Scherer & Rockcastle, Ltd., an architectural firm from Minneapolis, MN, well-known both for their work in designing public libraries and renovating historic buildings, has volunteered to come onsite to facilitate a "visioning meeting" with stakeholders within the community on moving the project forward. Mr. Walker shared the concept of using Library Capital Facilities Improvement District funding for the project. A date of July 7 has been set for the visioning meeting concerning the project to be held on the St. Leander's property. Chris Brogan, PCCLD CFO, is working on funding scenarios utilizing the Library Capital Facilities Improvement District. Sherri Baca, vice president of the library Trustees, has indicated she will be available to attend this meeting along with other PCCLD representatives.



## 2010 PCCLD Annual Report Delivered to County Commission and City Council



Jon Walker and Jim Stuart, PCCLD Trustee president, delivered the 2010 PCCLD Annual Report to both the members of the Board of County Commissioners and the Pueblo City Council.



The address to the County Commission occurred on May 5, while the report to the City Council took place on May 31. These presentations are made to comply with CRS 24-90-109(2). The reports were well received by the respective bodies. A copy of the report is available online at

[http://www.pueblolibrary.org/pld\\_docs/2010\\_PCCLD\\_Annual\\_Report.pdf](http://www.pueblolibrary.org/pld_docs/2010_PCCLD_Annual_Report.pdf).

### Urban Renewal Authority of Pueblo

The Urban Renewal Authority of Pueblo invited impacted taxing entities to a public meeting for the purpose of hearing plans to establish a new Tax Increment Financing (TIF) district on the northside of downtown Pueblo. This invitation was issued in compliance with recent changes to the Urban Renewal law, which now requires the Urban Renewal Authority to notify the impacted taxing entities of such intent. Both Jon Walker and Jim Stuart attended on behalf of the library district. The proposed Northside Downtown Pueblo District, if established, will constitute at least the eighth TIF district in Pueblo. TIF works by diverting tax revenues from the taxing entities to private development in designated “blighted” geographic areas. There was one TIF district in Pueblo until only a few years ago. Within the last five years, however, seven new districts have been created by the Urban Renewal Authority, and more are being planned. The negative impact on PCCLD’s budget due to TIF has increased dramatically from \$10,828 diverted from PCCLD in 2006 to \$248,263 diverted from PCCLD per year by 2010. TIF is designated by state law to be used in slum or blighted areas, and there is some concern that the definition is being too liberally applied by the Urban Renewal Authority, and that even impacted private property owners are not fully apprised of the project goals or activities. A good example of this is the recent repaving of B Street by the Union Depot, where work is being done in an area that clearly is not slum or blighted, and where major property owners were not consulted on the project. Even the Rawlings Library recently was declared to be in a slum or blighted area, and now is included in an Urban Renewal district. Impacted taxing entities and their constituencies—including Pueblo County, School District 70 and School District 60—are alarmed by the dramatic increase in the use of TIF and the detrimental impact this is having on their revenues, and are discussing alternatives to deal with the increasingly worrisome issue, including working to establish an agreement with the city to ameliorate the impact of TIF on the taxing entities and/or a public referendum to rein the increasingly burdensome effect of TIF on impacted taxing entities.

### Security Cameras

Security cameras were added in May at the Barkman Library. This followed a string of security incidents at the library in earlier months, including burglary, vandalism and threats to employees. Security cameras were installed earlier at the Pueblo West Library during construction in 2008 and 2009. These cameras have been useful at Pueblo West in several instances in solving matters of misbehavior, vandalism and theft. The district also is working on projects to add additional security cameras at other library locations. This work was done internally by Facilities and IT staff.



## Government Documents

PCCLD acts as a partial depository for federal government documents. PCCLD collects, catalogs, and maintains in its collections 17.41% of all documents available from the federal government. A committee of staff is working on a possible project to provide access to federal documents electronically, instead of in paper format. The committee currently is meeting with librarians at CSU-P where a second depository is maintained, which is collecting around 46% of available documents.



## Center for New Information Technology



A staff committee working under the direction of Richard Tucey is continuing toward its goal to establish a Center for New Information Technology at both the Barkman and Rawlings Libraries. E-readers (Nooks), laptops, and charging stations have been procured. Work is proceeding on marking the devices indelibly as belonging to PCCLD. Staff training has been underway for some time, and check-out and use procedures are under development now. The committee currently is looking into e-Content providers. In addition,

furniture has been ordered or received to support the project for both libraries, and electrical wiring needs are being addressed. Finally, signs, brochures and other marketing considerations are now beginning to be addressed. The project is expected to be fully in place by October 1, 2011.

## RAWLINGS LIBRARY

### Special Collections & Museum Services

- Twenty-five Document Delivery Requests were answered in May. Requests this month include obituary and research requests.
- Inventories of the City Directories, *Pueblo Chieftain* Ledgers, School Yearbooks and duplicate microfilm have been completed. An inventory of the oral history audiotapes is currently being conducted.
- Maria Tucker (Special Collections & Museum Services Manager) received phone notification that PCCLD has been awarded a \$2,000 grant from the Colorado Historic Records Advisory Board to fund a general conservation assessment of the collections and archival supplies.
- An *Ancestry.com* workshop with Aimee Leverett from Proquest was held on May 27 and had 95 participants.
- Attendance in the InfoZone Museum in May was 2,542.
- The InfoZone screened eighteen films in May for 31 attendees.
- The Latino Chamber, Metropolitan Church and Liberty Action Group used the InfoZone for meetings.
- The InfoZone hosted an opening of *In a Nutshell: The Worlds of Maurice Sendak* on May 14 with 70 attending. The exhibit will be on display until June 24.
- Seven groups toured through the InfoZone with 285 people participating.

### Readers Advisory & Reference

- During the month of May, Christina Sanchez, the library's AmeriCorps Volunteer, was nominated as an outstanding AmeriCorps Volunteer.
- The Adult Literacy Program currently is supporting eight volunteer tutors who are currently working with 13 students.
- Volunteers George Fosu and Albert Lucero continue to offer individualized computer training in the Rawlings Computer Training Room on Saturday afternoons.

- Vicki Bonetto, Catholic Charities, is offering ESL and Citizenship classes at the Rawlings Library on Thursday evenings this summer. On the average, five students attend each session.
- InterLibrary Loan statistics for May include 73 items borrowed and 461 items loaned.

### **Youth Services**

- Youth Services provided 27 programs serving 2,328 people.
- Much of the focus in Youth Services throughout May was in promoting the Summer Reading Club programming. In addition to numerous school visits, awards ceremonies, and announcements, Youth Services also provided information on the program at staff meetings throughout the district.
- PCCLD participated in Free Comic Book Day for the second year in a row with sponsorship from Escape Velocity, a comic book store. In addition to the free comic books given to youth and adults, artist Don Bryan of Pueblo displayed his work and spoke with program goers.

### **BARKMAN LIBRARY**

- Barkman staff provided programming for 287 people in May.
- The May book discussion book featured the book “Doctor at Timberline” with 16 adults participating.

### **LAMB LIBRARY**

- Stephanie Crawford (Library Assistant) coordinated a follow up to last month’s Beginners Digital camera program presented by Cheryl Cox.
- Alicia Griebel (Children’s Librarian) presented programming to a total of 2,967 people, and Diann Logie (Lamb Supervisor) offered special programming and tours for approximately 820 students. In celebration of Highland Park’s reading achievement, and in conjunction with celebrating Cinco de Mayo and El Dia De Los Ninos/El Dia De Los Libros (Children’s Day/Book Day), Diann Logie scheduled Angel Vigil, author of five award-winning books, to come to Lamb and perform several of his most popular stories. The children and parents who attended enjoyed his performance, especially his version of *La Llorona*.

### **PUEBLO WEST LIBRARY**

- Door count for the month went down a bit in May with 18,242. The drop appears to be most substantial on Fridays, and we attribute this in part to the end of the school year and kids focusing on studying and testing. The Pueblo West Library hosted 67 non-library meetings during May in our meeting rooms.

### **LIBRARY @ THE Y**

- The Library @ the Y provided six programs serving 262 people.
- DVDs were added to the Y collection in May.

### **ARCH/211 PROJECT**

This special project is rolling with 71 Pueblo County agencies contacted in May with 36 still being updated, 35 agencies updated, and 1 agency inactivated.

### **FACILITIES**

Facilities staff continued with day-to-day activities and also completed the following:

- Worked on a Request for Quote on the remodeling of the Bret Kelley Room. Local general contractors were contacted to provide price quotes for the installation of partition walls, electrical lighting upgrades, additional electrical circuits, and adding audio-visual equipment.
- Worked with a local security company to set up burglar alarm systems at the Barkman and Lamb Libraries.
- Worked to improve landscaping at the Lamb Library. Much work has been completed on removing dead shrubs, trimming shrubs, general cleanup, and fabric and edging materials

have been put into place. Fifteen tons of Western Sunset decorative rock will be placed around the perimeter of the library to enhance the grounds.

- Assisted other library departments with summer programs and events. Assisted with Books in the Park program, setting up banners and working with the InfoZone Staff on art work, and worked with the InfoZone Manager on the redesign of the 4<sup>th</sup> floor of the Rawlings Library.
- Mechanical Tasking:
  - Water Chemistry Procedures
  - Generator Log Checks
  - Fire Extinguisher Checks
  - Elevator Telephone Communication Checks
  - Cooling Tower Service - Rawlings
  - Service of Air Handlers at Rawlings
  - Exhaust Fan Servicing - Rawlings
  - Trane Chiller Preventive Maintenance – Rawlings
  - Rooftop Unit # 4 Compressor Replacement - Lamb
- During the Month of May, a total of 300 work orders were completed.

## **FINANCE**

- One of the 2011 Annual Plan goals is to begin a District-wide recycle program, similar to what is currently being done at the Pueblo West Library. A pilot program has begun with the installation of recycle bins in the Rawlings Library.

## **HUMAN RESOURCES**

New Hires:

- Andrew Bregar was hired as Librarian with Emerging Technology emphasis to work in Readers Advisory & Reference at the Rawlings Library.
- Kristina Samuelson, James Amos and Leticia Silerio were hired as part-time seasonal Books in the Park clerks.
- Sandy Conley was hired as a part-time Purchasing Specialist for Finance.
- Alva Claussen was hired as a part-time Clerk I for Youth Services.
- Kirsten Kleven was rehired as a Clerk I for Pueblo West.
- Kathy Knox was temporarily rehired as the Interim Circulation Supervisor.
- Isobel Drysdale and Mary Wagner were rehired as temporary substitutes on call.
- Assignment Changes: Dawn DeLaura (Library @ the Y Clerk) took on a second part-time position as Clerk I in Youth Services, Tracee Reeves (Finance Accounting Assistant) increased her hours to 30 hours per week, and Tracy Overton (Collection Development Clerk) temporarily increased her hours to 40 hours per week.
- Beverly Martinez voluntarily resigned as Outreach Clerk I.
- Stuart Thompson's internship with the Finance Department ended on May 5.
- Kay Loeber (Electronic Resource Librarian) voluntarily resigned on May 7.
- Tiffany Turner (Circulation Supervisor) voluntarily resigned on May 18.
- Karen McMahan (Technical Services Assistant) voluntarily resigned on May 27.
- Recruiting continues for the Circulation Supervisor and Lead Reference Librarian.
- PCCLD Volunteer hours for the month of May totaled 1,742.95 hours, valued at \$35,294.74 (estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed).
- PCCLD's May 2011 Volunteer of the Month Award went to Robert Santistevan who volunteers in Circulation and Readers Advisory & Reference.

## **INFORMATION TECHNOLOGY**

- New VOIP phone installation completed.
- Installed Security Cameras at Barkman Library.
- Installed new battery backup unit for Rawlings network equipment.

## TECHNICAL SERVICES & COLLECTION DEVELOPMENT

- 6,057 items were added to the collection during the month. The number of items withdrawn, 46,155, looks unusually large because the delete report has been suspended for several months while working on the district-wide weeding project. This is an accurate number.
- Teresa Valenti (Director of Technical Services and Collection Development) held a meeting with the Floating Committee. She is currently writing a project management plan before proceeding further with the project.
- Teresa Valenti, Rich Poll, and Elizabeth Flores (Collection Development Librarians) met with Brodart representatives, and we are considering using them as a minor vendor.
- Teresa Valenti met with Carol Rooney (Readers Advisory & Reference Manager) and Andrew Bregar (Emerging Technology Librarian) to discuss options for evaluating and renewing the current online databases.
- Teresa Valenti met with Jon Walker, Carol Rooney (Readers Advisory & Reference Manager) and Al Perea (Facilities Superintendent) about a new collection for the Sangre de Cristo Hospice. Teresa Valenti will catalog these materials to be ready by the end of July, 2011.

## COMMUNITY RELATIONS

- The 2011 distribution of the Most Improved Reader Awards to 822 students at 47 schools in grades kindergarten through high school was coordinated by Sara Wykoff (Programming & Event Coordinator). Representatives from throughout the Library District and the Friends of the Library board members presented the awards at various schools throughout Pueblo County at the end of May and beginning of June.
- PCCLD teamed with the Southern Colorado Astronomy Association to host an event called Tour the Night Sky in celebration of National Astronomy Day on May 7. The association set up several telescopes at the Rawlings Library, and 30 attendees showed up to view the night sky.
- Three press releases were sent out about library programs in May, including a lecture on Crypto-Jews featuring Dr. Stanley Hordes, the Gerald McDermott exhibit and the Maurice Sendak exhibits. An ad for the newspaper was also designed for the Crypto-Jews presentation. Additional posters and handouts were created for the following programs in May: Maurice Sendak exhibition, InfoZone monthly movies, El Dia de los Ninos programs, Free Comic Book Day, Jerry L. Cameron art show, and the Ancestry Research Workshop. An eight-page insert to the *Pueblo Chieftain* was also designed and printed in May to publicize the 2011 Summer Reading Club.



## GIFTS & GRANTS

- The library received \$1,500 from the Gay & Lesbian Fund for Colorado in support of the Black Tie Ball as part of this year's All Pueblo Reads.
- Several more sponsorships for the Summer Reading Club were received:
  - Parkview Medical Center contributed \$300.
  - Loaf'n Jug contributed \$300.

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- HUB International contributed \$300.
- Young at Heart Dentistry contributed \$300.
- Pueblo Kiwanis Club Foundation contributed \$300.
- Friends of the Library contributed \$6,500.
- Papa John's Pizza contributed \$530.
- The library received \$250 from Pueblo County for Maria Appenzeller's Enterprise Zone contribution.
- The library received \$2,717.85 from the Southern Colorado Community Foundation. This is a distribution from the endowment established by John Wagner in memory of his wife, Louise Wagner, to benefit the library's business collection.
- Marty Hill donated a copy of the book *Descendants of Francisco Montes Vigil II Siero, Spain to "La Culebra"* compiled by Maria C. Martinez, et al, to the library.
- Richard Luna from Colorado Springs donated a copy of his book, *Lady of Taos*, to the library.

### STAFF DEVELOPMENT

- Chris Brogan (Chief Financial Officer) attended the Front Range Library Finance Officers group meeting at the Belmont Library in Jefferson County on May 13.
- Andrew Bregar and Carol Rooney attended a webinar on Laptop Circulation. Jon Walker was a presenter for this webinar.
- Ninety-nine staff and volunteers attended new telephone system training on May 4, 5 or 6.
- Sara Rose (HR Manager) attended the Mountain States Employers Council Legal update on May 5.
- Abby Koehler delivered Director's Station training to PCCLD public service managers.
- Deena Faro and Natalie Gallegos (Youth Services Library Assistants) attended Storytelling training at the Pikes Peak Library District on May 5.
- Fifteen staff attended supervisory training provided by Dr. Ben Leichtling on May 12.
- Sarah Wethern (Teen Librarian) attended the CAL Leadership Institute on May 13.
- Michael Cox (Youth Services/Library @ the Y Manager) attended the Early Childhood Council meeting on May 14.
- Teresa Valenti (Director of Technical Services & Collection Development) attended the OCLC Workshop: Moving Library Cooperation to Web Scale in Denver on May 18.
- Sara Rose (HR Manager) attended the HCI's Human Capital Strategist class in Denver on May 19-20.
- On May 25, Carol Rooney attended the Colorado State Library webchat – Next-Generation Colorado Virtual Library – Have We Got a Surprise for You!
- Eleven staff attended Summer Reading Record training provided by Michael Cox (Youth Services Manager) on May 23, 24, or 31.
- All Lamb Library Staff and Jane Palmer (Director of Public Services) attended Safety in the Work Place Training provided by Pat Heine from the Pueblo Police Department on May 24.
- Chris Brogan (Chief Financial Officer) attended the Annual GFOA Conference in San Antonio, Texas from May 22-25.
- Sara Rose (HR Manager) attended the Volunteer Coordinators of Pueblo meeting on May 24.
- Midori Clark, Nick Potter, Sara Wykoff (Community Relations) and Abby Koehler (Collection Development Librarian/ILS Administrator) attended Service Desk Plus training on May 24.
- Jon Walker (Executive Director) was a panelist for a Laptop Circulation Webinar on May 26.
- Sara Rose (HR Manager) attended the Southern Colorado Worksite Wellness Network meeting on May 26.
- Brian Palomar (Library Assistant) attended the 42<sup>nd</sup> Annual Interlibrary Loan Conference in Fort Collins from April 27-29.

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- Natalie Gallegos (Library Assistant) attended Special Collections training on May 26.
- Charlene Garcia Simms (Special Collections Librarian) attended a Genealogy Seminar in Denver on May 28.

**THANK YOU MESSAGES**

- Jon Walker received the following letter from Jim Osborne, Chairman of Action 22 Board of Directors: “It is with great pleasure that I welcome you to membership in Action 22, Inc.! Your investment is an investment for the future of southern Colorado! Action 22, Inc., is a 22-county coalition in southern Colorado dedicated to working on common issues in the State Legislature and in Congress. Its mission is to serve as a leader for the future of southern Colorado. ...”
- Jon Walker received the following letter from Doris Kester from Southern Colorado Community Foundation: “...I have just received a copy of the Annual Report from PCCLD and am amazed at the continued growth and diversity of services offered by the library. Just when I think that you have done everything possible to keep up with the changes taking place in our world, you come up with another innovation. ... Thank you for all you do to make Pueblo a better place to live.”

Respectfully submitted,  
Jon Walker  
Executive Director